

12 MARCH 1999

Civil Engineering

**FIRE PREVENTION AND PROTECTION**



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This instruction implements Air Force Policy Directive (AFPD) 32-20, **Fire Protection, and Air Force Instruction** (AFI) 32-2001, **The Fire Protection Operations and Fire Prevention Program**, and establishes the requirements concerning the Fire Prevention Program. This instruction applies to all personnel assigned to the 341st Space Wing, subordinate units and personnel assigned, including but not limited to, contractors and concessionaires attached to or supported by Malmstrom AFB. This instruction is consistent with Air Force Occupational Safety and Health (AFOSH) and Department of Labor Occupational Safety and Health Act (OSHA) Standards 91-5, 91-43, 91-56; Military Handbooks 1008 and 1191; and National Fire Protection Association Code 1 (Fire Prevention Code). Violations of this instruction will render the offender subject to administrative or criminal action; military members may be prosecuted under Article 92, *Uniform Code of Military Justice (UCMJ)* (paragraph 1.11.4.). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force or this installation.

**SUMMARY OF CHANGES**

This revision of MAFBI 32-2001 changes the AFOSH and OSHA Standard references, describes changes in Fire Protection and Prevention requirements, the office symbols and identifies changes throughout the instruction. A bar ( | ) indicates revisions from previous edition.

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## Chapter 1

### GENERAL

**1.1. Standards .** In addition, references for this base instruction are AFD 32-20, Military Handbook 1008, Military Handbook 1191, AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*, AFMAN 91-201, *Explosives Safety Standards*, AFOSH 91-5, *Welding, Cutting, and Brazing*, AFOSH 91-66, *General Industrial Operation*, AFOSH 91-43, *Flammable & Combustible Liquids*, AFOSH 91-56, *Fire Protection and Prevention*, and AFOSH 91-100, *Aircraft Flight Line - Ground Operations and Activities*. The following authentic standards apply:

- 1.1.1. National Fire Protection Association (NFPA). (National Fire Codes)
- 1.1.2. Uniform Fire Codes.
- 1.1.3. Uniform Building Codes.
- 1.1.4. Occupational Safety and Health Administration.
- 1.1.5. Underwriter's Laboratories Incorporated.
- 1.1.6. National Bureau of Standards.

**1.2. Support Group Commander.** The Support Group Commander is responsible for fire protection of resources under his or her jurisdiction. Personnel of the parent organization and tenant units, have major interest in fire protection; however, the Support Group Commander exercises primary responsibility through the Base Civil Engineer (BCE). The Support Group Commander also implements directives of higher headquarters to control local fire hazards.

**1.3. Base Civil Engineer/Fire Marshal.** The BCE is the staff officer designated as the Fire Marshal to assist the Support Group Commander (341 SPTG/CC) in discharging fire protection responsibilities.

**1.4. Fire Chief.** The Fire Chief is responsible to the Fire Marshal and supervises the Fire Protection Flight and responsible for establishing, carrying out, and enforcing effective fire protection and prevention programs. The Fire Marshal has full authority to remove, or have removed, any fire hazards or conditions found to exist. The Fire Chief will advise the Fire Marshal on technical matters and has full authority over all fire fighting activities. The Fire Chief or senior subordinate in charge at the scene of an emergency, may commandeer available military vehicles, equipment, materials, and personnel considered necessary and appropriate for the prompt control and extinguishing of any fire, or to assist in crash rescue operations.

1.4.1. Assistant Fire Chief Operations. The Assistant Fire Chief of Operations is responsible to the Fire Chief for helping establishing, carrying out, and enforcing fire protection and suppression operation at the fire scene. The Assistant Chief of Operations will advise the Fire Chief of fire scene operations of a medical emergency or fire fighting operation. Direct all fire fighting and medical operations necessary to rescue and save lives first and protect property second. The Assistant Fire Chief of Operations may commandeer available military vehicles, equipment, materials, and personnel considered necessary and appropriate for the prompt control and extinguishment of any fire, or to assist when the fire scene is turned over to the Fire Chief. Make every effort to ensure fire scene evidence is preserved by firefighters for proper fire investigation.



1.4.2. Assistant Fire Chief, Fire Prevention. The Assistant Fire Chief of Fire Prevention is responsible for the enforcement of the base wide Fire Prevention Program and requirements established by the Base Fire Chief and Air Force Directives. The Assistant Fire Chief, Fire Prevention is responsible to ensure Commanders Fire Prevention Programs are established and Commanders are enforcing this program at their squadron level. Directs the base wide fire prevention inspection program, provides base population training as required by OSAH, AFOSH, and National Fire Codes and establishes a Fire Investigation Program in accordance with National Fire Code 921. Reviews all projects planned for new and remodeled construction projects and provides sound fire protection requirements as required by Military Handbook 1008 and National Fire Codes as required by Law.

**1.5. Unit Commander and Supervisors.** Unit commanders and supervisors at all levels are responsible for ensuring sound fire prevention procedures are established and practiced in each activity or facility under their jurisdiction. Responsibilities are further outlined in AFI 91-301, AFOSH 91-56, NFPA 1, Fire Prevention Code, and this instruction.

1.5.1. Unit commanders will designate a Facility Manager for each building facility and area under their jurisdiction. The organization assigned the largest square footage in a multiple-occupancy facility will have the overall responsibility of that facility. The Fire Chief may grant waivers to this policy.

1.5.2. Unit commanders are responsible to provide 341 CES/CEFT with a up-dated listing of the primary and alternate facility managers name, rank, duty and home phone numbers, building(s) numbers, and squadron name. This list must be accomplished on a semi-annual basis or when facility managers are replaced. Send information by letter or E-mail.

1.5.3. Unit commanders and supervisors will ensure personnel assigned within their organizations are familiar with the contents of this instruction.

1.5.4. Unit commanders will initiate appropriate administrative or disciplinary action whenever there is willful misconduct or negligence involving fire prevention policies, fire protection equipment damage and fire loss to Government property. This includes both military and nonmilitary personnel under their jurisdiction.

**1.6. Facility Managers.** Each facility manager will be responsible to the unit commander for the fire-safe condition of the facilities under his or her jurisdiction as specified in AFI 32-9005, *Real Property Accountability and Reporting*. The facility manager, their alternates, or supervisor of the operation being inspected, will accompany the fire inspector during scheduled and unscheduled fire prevention inspections and effect immediate corrective action of fire hazards noted during the inspection. Civilian employee union representatives may also be given the opportunity to accompany the fire inspector during work place inspections. Duties and responsibilities include, but are not limited to:

1.6.1. Monthly visual inspection of all fire extinguishers (IAW AFOSH Std 91-56) is required. Daily inspect all fire doors and exits ensuring they open freely and are not blocked. Facilities not occupied on a daily basis, a weekly inspection will satisfy this requirement. A facility checklist developed by the facility manager must be established to accomplish these daily inspections and shall be made available upon request by the fire inspector.

1.6.2. Assure all personnel are familiar with the actuation and sounding of the fire alarm devices, and the location of fire exits.

- 1.6.3. At the end of each workday or activity period, utilize instructions in **Chapter 9** to perform closing inspections to ensure the area is left in a fire-safe condition.
- 1.6.4. Report to the unit commander any unsafe conditions that cannot be immediately eliminated.
- 1.6.5. Direct evacuation during drills or fires, report fires, sound alarms, and fight fires (if possible) until the fire department arrives.
- 1.6.6. Acknowledge the results of a fire inspection by signing the AF Form 1487, **Fire Prevention Visit Report**, which cites discrepancies found at the time of the inspection.
- 1.6.7. Ensure fire-safe conditions within or adjacent to unoccupied structures located within their assigned area of responsibility.
- 1.6.8. Develop a written OI (Operating Instruction) and train all employees on its use. Exception 1: Developing a written OI in structures occupied by 10 or less personnel is not required. All Public Assembly Facilities, i.e. Malmstrom Club, Bowling Center, Day Care Center, Youth Center, Health and Wellness Center, Base Exchange, Base Fitness Center, and Base Library require this OI.
- 1.6.9. OI's must be in duplicate and submitted to the 341 CES/CEFT Assistant Fire Chief, Fire Prevention for review and approval before they are implemented. Standard OI format is recommended.
- 1.6.10. Ensure **Emergency Number Telephone Decal** or **Telephone Template** with emergency number is posted on all telephones.
- 1.6.11. Hold fire prevention inspections in facilities, areas, and rooms that are under continuous lock and key. During scheduled inspections, the facility manager will arrange access to these places.

**1.7. Fire Prevention Inspection Visits.** Base fire inspectors will conduct fire inspections IAW AFI 32-2001, and AFI 91-301, AFOSH Standard 91-56 and National Fire Codes according to the occupancy of each building. Fire prevention inspections are an integral part of a sound fire prevention program. The fire prevention inspection is the continuing link between management, enforcement, and execution of the Fire Prevention Program. Inspections may be conducted without written or verbal notice to facility/functional managers or supervisors.

- 1.7.1. Upon completion of the fire inspection, the fire inspector will brief the facility manager, annotate AF Form 1487, **Fire Prevention Visit Report**, and provide a copy to the supervisor/facility manager. (If no fire hazards were noted, AF Form 218, **Facility Fire Prevention/Protection Record**, will be annotated to denote the fire inspection was accomplished and no inspection form will be given to the facility manager.)
- 1.7.2. The facility manager will ensure action is taken to correct the fire hazards noted. Hazards noted and action for correction will be properly documented on the reverse side of the supervisor/facility manager's copy of the AF Form 1487. The facility manager must ensure the functional manager (squadron commander) reviews the report and signs it in the block for functional manager, and returns the report to the 341st Civil Engineering Squadron, Fire Prevention Office (341 CES/CEFT) by the suspense date in block four.
- 1.7.3. Part two of the AF Form 1487 goes to the facility manager for records. Part three is filed in the suspense file at Fire Prevention Office until part one is returned to the Fire Prevention Office.

**1.8. Civil Engineer Shops.** Civil engineer shops or contracted services will perform required maintenance and inspection of installed fire protection equipment and systems. An emergency crew will be available to respond to emergency situations and aid the fire department as needed, e.g., disconnect utilities, repair alarm systems, etc. Work orders, repair parts for systems, or service contracts shall be ordered on an emergency priority basis to ensure quick repair of any fire alarm or suppression system to place these systems in service as quickly as possible. All system outages must be reported to the 911 Dispatch Center. The 911 Dispatch Center (extension 3746) will be notified prior to the closing or blocking of streets or any other means of access to structures.

**1.9. Clinic Commander.** The clinic commander will ensure an ambulance service is provided for Malmstrom AFB, and ambulance responses will be dispatched from the 911 Dispatch Center.

**1.10. Security Forces.** The on-duty Security Forces element leader or element sergeant, will dispatch sufficient Security Forces to control traffic, clear the area of spectators, and render other assistance the senior fire officer may request during an emergency or fire situation.

**1.11. Civilian Personnel Officer.** The civilian personnel officer will ensure that all newly employed civilian personnel are informed of their obligation to receive a fire prevention orientation within 30 days of assignment to the base. Supervisors of employed personnel are responsible for scheduling the initial orientation. For nonappropriated civilian hires, 341 Services Squadron, Human Resources will ensure employees attend this briefing.

**1.12. Emergency Reporting Procedures:**

1.12.1. It is the responsibility of all military and civilian personnel to be familiar with fire reporting procedures when discovering a fire regardless of how minor in nature,. Timely and accurate reporting of a fire or medical incident can prevent unnecessary injury and loss of valuable property. Notify the 911 Dispatch Center, whether the fire is out or in progress. The following procedures will be used to report all fires:

1.12.1.1. Sound alarm throughout the facility by the use of the manual pull station provided, or verbally if facility is not protected by an alarm system.

1.12.1.2. Emergency Reporting - Call 911.

1.12.1.3. Utilizing a fire reporting telephone.

1.12.1.4. In person, at the base fire department, building 349.

1.12.1.5. Tenant units and off-base sites not tied to Malmstrom by base administrative telephone systems, must call 911.

1.12.2. Give the 911 Dispatch Center operator the following information:

1.12.2.1. Your Name.

1.12.2.2. Location of the fire or emergency. (building number, apartment number, room number, etc.).

1.12.2.3. Type of fire or emergency (medical, facility fire, grass fire, automobile, etc.).

1.12.2.4. All doors and windows will be closed if possible; DO NOT LOCK THEM.

1.12.2.5. All secret and confidential files will be secured (if time permits).

1.12.2.6. The facility manager, individual discovering the fire or designated representative must meet the SFO (Senior Fire Officer) and brief the SFO on emergency occurring in the facility.

1.12.3. Initiation of false alarms is prohibited; offenders will be subject to administrative or criminal action. Military members may be prosecuted under Article 92 of the Uniform Code of Military Justice.

**1.13. Contractor Operations.** Contractor and concessionaire managers and supervisors will conform to recognized standards for fire safety and will comply with applicable AFOSH and OSHA Standards and this instruction. The Fire Chief or a designated representative will attend all preconstruction conferences. A fire prevention monitor will be appointed by each contractor to oversee operations.

1.13.1. No street, roadway, runway, or taxiway will be blocked without coordination of the Fire Chief.

1.13.2. Use of fire hydrants by other than Fire Department personnel must be approved in writing by the Fire Chief or designated representative. It shall be the responsibility of the contractors to provide fire extinguishers, fire hoses, hydrant wrenches, etc., if required in their construction area. All equipment connected to fire hydrants will be disconnected at the end of each workday.

1.13.3. Must notify the 911 Dispatch Center, 731-3746 prior to deactivation of fire suppression/alarm systems or utility shutdown.

**1.14. Military Family Housing.** Family sponsors are responsible for fire prevention in their quarters. They will ensure family members are familiar with fire prevention instructions in the Family Housing Brochure and the Home Fire Prevention Guide Pamphlet. **Housing occupants must attend a mandatory Military Family Housing Fire Safety Briefing prior to being offered housing by the Military Family Housing Office.** This orientation is **mandatory** for the sponsor (dependent wife/husband may attend in place of sponsor). Briefing is conducted at the fire department, building 349. Sponsors will be responsible to ensure family members know how to report fires and how to evacuate their quarters. A certificate of completion will be given to the attendee who in turn give a copy to the Housing Office to be placed in their housing record. Another copy of the certificate will be placed in your housing Fire Prevention Folder at the Fire Prevention Office. Military Family Housing Office will provide this office (if you attend before you receive your housing keys) appropriate information to be place in this folder.

**1.15. Fire Exit Drills.** Facility managers, dormitory Apartment managers, and supervisors for industrial, institutional, and public assembly occupancies will be scheduled for Fire Exit Drills minimum of annually (more often if required) by the Fire Prevention Office. Educational occupancies (Youth Center) and Child Care Center manager or supervisor and Family Day Care Homes will have their fire exit drills scheduled by the Fire Prevention Office IAW Life Safety Code 101 and AFI 34-701. Managers of these facilities shall ensure all personnel are fire safety trained and briefed; they will meet or assemble at a predetermined point for accountability IAW the facility operating instruction, and a senior representative is to meet and provide arriving firefighters with essential information. Drawings of evacuation routes are not required except for the Youth Center, Day Care Center, and Military family Housing Day Care Homes.

**1.16. Emergency Vehicle Right-of-Way.** The blocking of or unauthorized interference with fire apparatus or other emergency responding vehicles, responding to or at a real-world emergency or exercises, is

strictly prohibited. Fire apparatus and other emergency responding vehicles with sounding sirens, horns, and flashing lights will have the right-of-way over all other vehicles. All other drivers will yield the right-of-way by clearing the road and coming to a full stop as near to the roadside as possible, and remain stopped until all emergency vehicles have passed. The following of emergency vehicles to the scene of an emergency is strictly prohibited. A distance of 500 feet between emergency vehicles and vehicles following will be maintained.

**1.17. Fire Prevention Office.** Upon request, the Fire Prevention Office of the Fire Protection Flight is available to conduct fire prevention training, lectures, and demonstrations for functional areas or social groups. Ten (10) working days advance notice is required for scheduling purposes.

## Chapter 2

### CONTROL OF SMOKING MATERIAL

#### 2.1. Smoking is Prohibited :

2.1.1. In all government facilities and vehicles.

2.1.2. In all aircraft.

2.1.3. In all areas of the flight line and within 50 feet of hangars, flammable liquid storage or dispensing areas, fuels dispensing vehicles or refueling operations.

**2.2. Disposal.** An adequate number of ashtrays will be provided for areas where personnel are permitted to smoke. A noncombustible container with a self-closing lid or approved Underwriters (UL) approved container will be provided in these areas for the purpose of emptying ashtrays and disposal of smoking material. The container will be labeled **"Smoking Materials Only"**.

2.2.1. All smoking material will be removed from each designated smoking area daily and safely disposed of. In no instance will wastebaskets be used for discarding smoking materials. Smoking materials will not be thrown on floors. They will be discarded in authorized noncombustible receptacles.

2.2.2. AFI 40-102, including any supplements, provide further guidance on smoking.

**2.3. Smoking in Bed.** Smoking by a person in or upon a bed is prohibited.

**2.4. Smoking in Hazardous Areas.** A written request will be submitted in duplicate, signed by the responsible unit commander, to 341 CES/CEFT. All requests for smoking areas in hazardous locations and flight line areas must be approved by the Base Fire Chief or designated representative. Contact the base fire department, Fire Prevention Office, ext 4836/4100 for additional smoking area information.

## Chapter 3

### WELDING, CUTTING, AND BRAZING

**3.1. Welding, Cutting, and Brazing Operations.** Welding, cutting, and brazing operations shall follow the requirements of AFOSH Standard 91-5, NFPA 51, and OSAH 1910.252.

3.1.1. Prior to starting any open flame work, the activity supervisor or project manager will obtain an AF Form 592, USAF Welding, Cutting and Brazing Permit from the Base Fire Department.

**3.2. Necessary Operations.** When necessary to perform welding or gas cutting operations in a hangars or in hazardous areas, the fire department will be notified for a special inspection of the area to determine if a fire vehicle standby is required. (Exception: WSA area requires a fire department stand-by vehicle)

**3.3. Explosive Hazards.** When open flame work is required where flammable or combustible vapors may be present, an explosive meter reading will be taken by the agency performing the operation prior to starting the operation. Adequate ventilation will be provided to ensure that vapors do not accumulate after the operation begins. In areas where combustible/explosive dusts may be present, fire protection personnel prior to beginning the operation will perform a thorough inspection.

**3.4. Air Force Form 592 , USAF Welding, Cutting and Brazing Permit.** The checklist permit, AF Form 592, furnished by the fire department or designated (certified) individual, will be completed before and at the completion of all welding and cutting operations. Personnel authorized to issue AF Form 592 will attend a certification class at least annually (given by the Fire Prevention Office) as required by AFOSH Standard 91-5. A list of certified personnel and shops will be maintained in the Fire Prevention Office of the Fire Protection Flight.

**3.5. Missile Alert Facilities and Launch Facilities.** A permit (AF Form 592) must be obtained through the fire department or a certified individual

## Chapter 4

### WASTE AND PACKING MATERIALS - WAREHOUSING

**4.1. Clearances, Storage, and Warehousing.** Waste and packing materials, clearances, and storage and warehousing will be in accordance with applicable standards and DOD requirements.

**4.2. Flammable Liquids.** Containers, drums, or other receptacles containing flammable liquid or hazardous chemicals, will be stored in locations specifically constructed for this type storage, rather than in general areas. This includes empty containers.

**4.3. Outside Storage Buildings.** Outside storage buildings will not be located closer than 20 feet to any building and will be neatly arranged. Materials arrangement will not restrict access of fire fighting equipment to the area.



## Chapter 5

### GENERAL FIRE AND LIFE SAFETY REQUIREMENTS

**5.1. Overall Life Safety.** Life Safety from fire, building egress, exiting requirements etc., shall be IAW NFPA Life Safety Code 101. Aisles, corridors, stairways, passageways, and exit doors (fire doors included) will be in accordance with Life Safety Code 101, NFPA 80, NFPA 252 and as follows:

5.1.1. Exit doors will be operable at all times when the facility is occupied. Exit doors will not be blocked, locked, obscured from vision, or restricted in any way. All double doors will have both halves unlocked during periods of operation and occupancy.

5.1.2. Under stairways shall never be utilized as storage spaces.

5.1.3. Exit accesses and discharges will be kept free of ice and snow accumulation at all times.

5.1.4. Doors designed to be kept normally closed in a means of egress, such as a door to a stair enclosure or horizontal exit shall be a self-closing door and shall not at any time be secured in the open position (unless connected to the fire alarm system).

5.1.5. Blocking Doors. Doors used for exits will be kept continually unobstructed and unlocked in the direction of egress, while buildings are occupied.

5.1.6. Fire doors will not be blocked or held open by any means that will prevent door (s) from properly closing at any time. Windows will not be placed in fire doors unless installed by the company at the factory with approved fire resistive glass (with approved stamp) and meet NFPA 80 and 252.

5.1.7. Adequate fire aisle will be maintained in all storage rooms/areas in accordance with DOD directives and NFPA Standard 231 and the "Life Safety Code".

5.1.8. Interior doors shall not be blocked unless approved in writing by the Fire Prevention Office, 341 CES/CEFT. All such blocked doors must be conspicuously marked "Not an Exit" IAW Life Safety Code 101. These signs must be placed on the interior side of the door leading out.

5.1.9. Restricted areas (e.g., Command Post, aircraft hangars with aircraft inside, and areas established as a restricted area).

5.1.10. Controlled areas (e.g., SF Armory, control centers, etc.).

**5.2. Panic Hardware.** Panic hardware, where installed and required by the Life Safety Code 101, will be maintained in proper mechanical condition.

**5.3. Exit Lights.** Exit lights will remain lit at all times. (Facility Managers are responsible for checking and replacing exit light bulbs.) When replacing exit lights, only LED type is authorized for use.

**5.4. Stairway Doors.** Doors leading to and from stairways must be in the closed position when not in use. They will not be blocked or tied open (includes smoke control doors in hallways unless connected to the building fire alarm system by automatic doors closure devices).

**5.5. Fusible Links on Fire Doors.** Fusible Links and Fire Alarm Automatic Fire Door holders connected to the facility fire alarm system, draft stop doors, or dip tanks will not be painted. At no time will doors equipped with fusible links or automatic fire doors holders be blocked open or tied open.

**5.6. Draperies, Curtains, Decorations, Etc.** Draperies, curtains, decorations, etc. will not be hung so as to hide or cover exit doors, fire alarm pull stations, exit signs, or fire extinguishers. All materials used must meet fire resistant requirements.

## Chapter 6

### HEATING AND COOKING APPLIANCES

**6.1. Heating, Lighting, and Service Equipment.** Heating, lighting, and service equipment that may constitute a potential hazard will be maintained in good repair and proper operation. Housekeeping in buildings and rooms where cooking appliances are installed must be maintained at the highest standard. This includes tight fitting filter systems above stoves and grills.

**6.2. Heating and Cooking Equipment/Repair.** Heating and cooking equipment will not be tampered with by unauthorized personnel. Civil Engineer or licensed contract personnel will perform all maintenance, repair, inspection, installation, or other changes. Cleaning of accessible areas will be the occupant's responsibility.

**6.3. Cooking in Dorms/Apartments/Military Family Housing.** Cooking in kitchens shall not be left unattended while in operation. Cooking in individual rooms of Dormitories Apartment Buildings, Visiting Officers Quarters (VOQ), Visiting Airmen Quarters (VAQ), transient quarters, is authorized only when the areas and rooms are specifically design for such use under latest construction standards and protected throughout by automatic sprinkler system as required by fire codes. Cooking in work areas is prohibited. (Exception: Cooking is permitted where facilities are provided for this purpose.) All new cooking areas installed in dormitories apartments must be approved by the Fire Prevention Office, 341 CES/CEFT and conform to Fire Safety requirements outlined in Military Handbook 1008, Fire Protection for Facilities Engineering Design and Construction.

**6.4. Space Heating Units/Portable Electric Space Heaters.** Space heating units which produce flame or glowing elements will not be used in any part of a hangar, repair shop, dope shop, or paint shop except gas or electric heaters specifically approved by Underwriter's Laboratories, Inc., or other recognized agency as suitable for use in those areas. The appropriate Civil Engineer Shop must approve any use of portable electric space heaters in writing and a copy of the approval letter is to be provided by the facility manager during fire inspection upon request. The heater shall be UL or Factory Mutual approved and be equipped with a tip-over shut-off switch and placed 36 inches away from any combustible materials. Flammable liquid and propane type space heaters are not authorized for use without the approval of the Fire Chief. Space heating devices **will not** be used in Military Family Housing Garages in an attempt to keep motor vehicles warm. The fire risk is to high from exploding gasoline vapors from your vehicle in a confine space to allow these types of heating devices to be used.

**6.5. Microwave Ovens.** Small commercial microwave ovens may be used in approved areas of unaccompanied personnel quarters, and lounge or break areas. Prior to installation, verification is required from the appropriate Civil Engineer Shop that the intended electrical circuit will provide safe operation. (Exception: Permitted where facilities are provided for this purpose.)

## Chapter 7

### ELECTRICAL HAZARDS

**7.1. Electrical Wiring and Appliances.** Installation, alteration, or extensions of electrical wiring and appliances shall be made only by qualified civil engineer electricians or contractors working under the supervision of the civil engineer and installed IAW NFPA 70, National Electric Code. Temporary wiring will not be used in place of permanent installation. Extension cords, when approved, will be equal to or larger size wire as that of the appliance being serviced.

**7.2. Electrical Appliances.** . The use of electrical equipment or appliances that are not Underwriter's Laboratory, Factory Mutual, or other recognized laboratory approved, is prohibited.

**7.3. Fuse or Circuit Breaker Cabinets.** Fuse or circuit breaker cabinets will not be obstructed in any manner. An index of switches and circuit breakers will be current. Building occupants will not tamper with these devices. Civil Engineer Work Control Center will be notified for electrical assistance. Breaker switches will not be used in place of occupant off and on switches.

**7.4. Extension Cords.** Extension cords will not be spliced or taped. They shall not be fastened to, stapled or nailed to any building component (to include exterior siding), nor installed in any manner in which they are subject to mechanical damage (running through doorways, windows, floors, under carpets, etc.). Cords will be of proper gauge for the appliance in use. Multiple-type plugs/adapters must be of the fused or breaker type (Surge protector type) Multiple electrical plugs will not be used unless the expansion unit is equipped with its own overcurrent protection. Extension cord used for outdoor use must be approved type for this use.

**7.5. Clearance.** Clearance between electrical fixtures, and heat producing fixtures and combustible material, will be at least 18 inches.

**7.6. Suspended Light Bulbs.** Suspended light bulbs on drop cords will not be used. (Exception: Those devices designed and approved for that use in accordance with the National Electrical Code).

**7.7. Combustible Materials.** Combustible materials will not be placed on or stored within 36 inches of electric motors.

**7.8. Electrical Motors and Devices.** Install IAW NFPA 70, National Electrical Code, current edition.

**7.9. Static Electricity.** Equipment that tends to generate static electricity will be electrically grounded (reference TO 00-25-212). All personnel entering an area where explosive vapors may exist will dissipate the accumulated static electricity present in their bodies and clothing by touching a ground.

**7.10.** Circuit breakers will not be taped or wired in the "ON" position. This prevents the circuit breaker from properly operating if overloaded.

## Chapter 8

### FLAMMABLE AND COMBUSTIBLE LIQUIDS AND GASSES

**8.1. Highly Flammable Volatile Liquids.** Highly flammable volatile liquids will not be used for cleaning purposes. Nonflammable or high flash point solvents will be used. Flammable liquids having a flash point of less than 140 degrees Fahrenheit are prohibited for cleaning purposes. Dry cleaning solvents must be stored, dispensed, and utilized in compliance with recognized safe operating and servicing procedures. Sealant and glues that are highly flammable and cause an explosive atmosphere are not allowed on Malmstrom Air Force Base.

**8.2. One-Day Supply.** A one-day supply of flammable liquids or paints may be stored in processing rooms. Exceptions to this will require written permission of the Fire Chief. Industrial use will comply with applicable AFOSH Standard 91-43.

**8.3. Storage Criteria:**

8.3.1. Shall meet requirements IAW AFOSH Standard 91-43.

8.3.2. In an approved safety-type container designed for gasoline and or diesel fuel and not to exceed five gallons.

8.3.3. The use of glass, unapproved plastic, or fiberglass containers is prohibited.

8.3.4. Not to exceed two gallons of white gas or fuel.

8.3.5. Not to exceed two gallons of kerosene.

8.3.6. Not to exceed 40 pounds of propane. (2-20lb containers)

8.3.7. Flammable and combustible gases and liquids will be stored in accordance with applicable AFOSH Standard 91-43 and NFPA 30. Secure and identify compressed gas cylinders with name of product.

**8.4. Explosion Proof.** Explosion proof electrical equipment will be used at all times around fuel or vapors. Portable type lamp assemblies used in any maintenance area will have proper guards and be approved for use in hazardous areas.

**8.5. Driving Motor Vehicles.** Driving motor vehicles over flammable liquids is strictly prohibited. Spills will be reported immediately to the fire department.

**8.6. Fuel Storage and Dispensing Areas.** Fuel storage and dispensing areas will meet the requirements of the applicable TO and Air Force Instructions. Aircraft of any type will not be refueled in side of hangars.

**8.7. Dormitory Apartment Rooms.** Minimal amounts of flammable or combustible materials intended for personal use and similar to items commonly used or found in the average household, are permitted in individual rooms. Examples include rubbing alcohol, auto wax, hair spray, and lubricating oil. Gasoline, diesel fuel, Coleman fuel, vehicle oils, transmission fluid, and other flammable oils of this type shall not be stored in individual rooms.

**8.8. Dormitory Apartment Buildings General Storage.** Quantities of flammable or combustible materials used in the maintenance or repair of dormitories and grounds will be stored as prescribed by AFOSH Standard 91-43 and as directed by the fire prevention office. Refer to paragraph **8.10.** for additional requirements.

**8.9. Liquefied Natural Gas Vehicular Fuel Systems.** All Liquefied Natural Gas Vehicular Fuel System shall be installed in accordance with NFPA (National Fire Protection Association) Code Number 57 and manufacturers instructions.

8.9.1. A responsible person will be in attendance during dispensing and refueling operations involving propane-fueled vehicles.

**8.10. Flammable Storage Lockers:**

8.10.1. Flammable storage lockers will not be placed within 15 feet of a means of egress.

8.10.2. Store flammable liquids only in approved OSHA metal cabinets specifically designed for such use. For domestic use, use containers (approved type) made of metal. Cabinets stored outside may be painted earth tone; however, they must be conspicuously labeled in two-inch letters "FLAMMABLE - KEEP FIRE AWAY." Lock cabinets at all times when not in use. Store flammable or combustible liquids in accordance with AFOSH Standards 91-66, *General Industrial Operations*, 91-40, *Fuels Storage Systems*, 91-43, *Flammable & Combustible Liquids*, and National Fire Code 30. A letter (**in duplicate**) for each cabinet must be submitted to the Fire Prevention Office with a drawing (**in duplicate**) showing the location of the cabinet in red. Each letter must include the following: product name, amount being stored, and flash point of each item being stored. Do not store materials in the original shipping box in which they were delivered. Remove material from the shipping box, and then store in locker. This will help prevent spontaneous ignition of oily shipping boxes. Lockers stored outside of a facility do not require a letter of authorization but must be at least 15 feet away from building and meet all other requirements mentioned herein. Approval letters may be attached on the locker or in the facility managers building folder but must be made available upon request by the fire inspector.

8.10.3. Storage of lithium batteries (more than 10 batteries) will be in a separate metal OSHA approved storage cabinet located from flammable storage cabinets. Recommend the blue acid cabinet type. Label these cabinets "lithium battery storage only." Letters of authorization to store the batteries will be submitted (**in duplicate**) before storage is authorized. Follow instructions as listed in paragraph **8.10.2.** for letters.

8.10.4. Storage of acids will be in a separate OSHA approved metal locker, blue in color with white lettering stating, "Acid Storage". Follow instruction as listed in paragraph **8.10.2.** for approval letters.

**8.11. Fuel Spills.** When aviation fuel tanks overflow during aircraft refueling operations, the engines will not be started until the fuel has evaporated or has been cleaned up by the appropriate organization.

8.11.1. When a fuel spill occurs, the refueling/defueling supervisor or maintenance personnel will ensure operations or maintenance in the area ceases. Secure the area and clear the area of personnel. No moving traffic will be allowed within 50 feet. Notify 911 Dispatch Center of fuel spills.

8.11.2. Fuel spill containment and cleanup are the responsibility of fuels (Contractor) (PMI 341 SUPS/SBSS/LGSG) if caused by refueling the aircraft and maintenance personnel at any other time. The on-scene senior fire officer (SFO) will ensure the area is declared safe.

**8.12. Hazardous Waste Initial Accumulation Point.** If lockers are used they must be the same type used for flammable and combustible liquid storage and identified “Hazardous Waste - Keep Fire Away.”

8.12.1. Areas designated and approved for use as Hazardous Waste Initial Accumulation Points shall include a spill containment system. (For example, drip pans or dikes to prevent the flow of liquids [if applicable] from the containers under emergency conditions.) This containment system shall have sufficient capacity to contain 100 percent of the volume of the container or 10 percent of the total volume if more than one container is stored together, whichever is greater.

8.12.2. Once the designated storage site is approved, the site shall not be changed without written approval from the Fire Prevention Office and Environmental Flight.

8.12.3. The approved designated site shall be protected from tampering or trespassing when the area is accessible to the general public.

8.12.4. If hazardous waste accumulation point is inside a facility, only small amounts of hazardous waste such as: batteries, light bulbs, small quantities of paints, etc., will be authorized for indoor storage. Initial accumulation point may not exceed 55 gallons.

8.12.5. An initial accumulation point will not be placed within 15 feet of exits.

8.12.6. Outside hazardous waste sites must meet requirements listed below:

8.12.6.1. Distance from street, alley, or public way - 15 feet.

8.12.6.2. Distance from facility:

0 - 100 - sq. ft site - 25 feet from facility

100 - 500 sq. ft site - 50 feet from facility

500 - 1500 sq. ft site - 50 feet from facility

8.12.7. Spill prevention and clean-up kits will be provided for each site by the using organization.

8.12.8. Before approval from 341 CES/CEFT, two copies of a letter requesting authorization to have this point and two copies of a drawing showing the location of the site in “YELLOW,” must be submitted for each accumulation point. A list describing the amount of waste products generated (Material Safety Data Sheet {MSDS} listing) will be provided. Hazardous Accumulation Point letter should be submitted with material stored. See example below.

HAZARDOUS WASTE (ACCUMULATION STORED)

QUANTITY

(Give brief explanation)

(Estimated)

8.12.9. Flammable/combustible storage lockers and initial accumulation points will not be authorized in the same facility or area at the same time, unless authorized by the fire prevention office. The fire hazard potential is too great to allow this build-up.

8.12.10. Most facilities already meet NFPA 10 and AFOSH Std. 91-56 fire extinguisher requirements of a fire extinguisher within 75 feet of the initial accumulation point. However, if you have any questions concerning the placement of extinguishers, contact the Fire Prevention Office (ext. 4100 or

4836) for evaluation of extinguisher location. If your site is outside, you will need to purchase a 4A-60 BC Dry Chemical extinguisher for your site with appropriate identification markings showing the location of the extinguisher from at least three sides. (Refer to paragraph [12.1.4.](#))

8.12.11. All containers shall be properly labeled in accordance with Code of Federal Regulations (CFR) OSHA, NFPA, and Environmental Protection Agency (EPA) regulations.

8.12.12. Hazardous waste sites or areas must be properly identified and protected against physical damage.



## Chapter 9

### PLACES OF PUBLIC ASSEMBLY/RECREATIONAL FACILITIES/FIRE TRAINING

**9.1. Occupancy Hazards.** The serious occupancy hazards in clubs, areas of public assembly, and recreational facilities, together with the record of heavy fire losses in the past, require particular emphasis be placed on these facilities. Club management and recreational facility operating personnel will ensure fire prevention measures are conducted and observed by subordinates and patrons.

9.1.1. Managers must comply with AFOSH Standard 91-56 and Life Safety Code 101. Specialized training using fire extinguishers, locations of fire fighting equipment, locations of fire alarm pull stations, kitchen dry/wet chemical systems, and fire prevention principles will be conducted quarterly (starting in January of each year) by the club/facility managers of each place of public assembly. Fire prevention briefings may be scheduled by contacting the Fire Prevention Office at 731-4836 or 731-4100. This training will be accomplished by all public assembly club/facility managers, and a certification system will be established to ensure personnel in the facility have been trained, and understand their fire prevention responsibilities within the work environment. A certification program will be established by the Fire Prevention Section and maintained by the club/facility manager. Places of Public Assembly and Day Care facilities, such as the Malmstrom Club system, Youth Center, Child Development Center, Dining Facilities, and Bowling Center, will maintain a certification system to ensure employees have been trained and understand their fire prevention responsibilities in the work environment.

9.1.2. Seating will be arranged to maintain clear passage through aisles during periods of occupancy IAW the Life Safety Code 101.

9.1.3. The Fire Prevention Office will determine the occupant load for each public assembly/recreation facility using the requirements in Life Safety Code 101. A letter will be forwarded to the club/facility manager notifying them of the occupant load of the facility. It is the club/facility manager's responsibility to ensure strict compliance with the occupant load. Any request for occupant load increase during a special social function, the proper form letter may be obtained from the Fire Prevention Office, which includes instructions on the proper procedures for your request. Occupant load sign must be posted as required by AFOSH Standard 91-56 and Life Safety Code 101.

9.1.4. All furnishings, draperies, curtains, rugs, and similar decorations will be noncombustible or treated with fire retardant materials. Managers will maintain a certificate from the manufacturer that bears the flame spread rating, smoke development, fuel contribution, and testing laboratory information.

9.1.5. Canopies, ducts, and filters installed over cooking units in commercial cooking establishments will be cleaned at least once a day or more often as necessary to prevent excess accumulation of grease. The manager will make a thorough inspection of the units after closing the kitchen facility, to ensure they are in a fire-safe condition. Managers and supervisors having exhaust systems in their facilities will be responsible for formulating a Standard Operating Procedure (SOP) for cleaning. Send two copies of the OI to 341 CES/CEFT for review and approval before implementation.

9.1.5.1. Lighting canopies within canopies, hoods, or grease exhaust systems will be vapor-proof. Bulbs and glass covers will be installed at all times.

9.1.5.2. Inside and outside of deep fat fryers, grills, and other cooking appliances including the floor under these appliances will be kept clean. Clean at least daily.

9.1.5.3. Base Civil Engineer personnel, or other certified personnel, will be authorized to calibrate deep fat fryers in accordance with the AFOSH Standard 91-56 and National Fire Codes. Calibration is done annually. Documentation of the test will be affixed to the unit on a METAL TAG showing date of test IAW AFOSH Standard 91-56 and National Fire Codes.

9.1.6. Cleaning and operating kitchen ranges and support equipment will be in accordance with AFOSH Standard 91-56 and NFPA 96. The Fire Prevention Office as required by AFOSH Standard 91-56 may determine more frequent cleaning is required.

9.1.7. Facility managers will maintain the following information on file for each exhaust system:

9.1.7.1. Date hood canopies and filters were cleaned (daily).

9.1.7.2. Ducts cleaned by contractor. This information is to be maintained in the public assembly-training folder provided by 341 CES/CEFT.

**9.2. Manager Duties.** Managers and assistant managers or designated personnel will check exits daily prior to the entry of patrons to ensure doors are unlocked and panic hardware is functioning properly.

**9.3. Nightly Closing Inspections.** Because of the high fire incident rate in these Air Force facilities, closing inspections will be accomplished in the below listed facilities by the on facility/duty managers and properly documented in a night closing log.

- |                              |                              |
|------------------------------|------------------------------|
| (1) Child Development Center | (6) Skills Center            |
| (2) Malmstrom Club System    | (7) Swimming Pool (Seasonal) |
| (3) Youth Center             | (8) Library                  |
| (4) Wellness Center          | (9) Theater                  |
| (5) Fitness Center           | (10) Bowling Center          |

(11) Special Hazard Facilities - i.e., fuel cell repair, aircraft corrosion control, will call in **only** if operating after normal duty hours.

9.3.1. Complete physical inspection of the building will include but not limited to:

9.3.1.1. Disconnect all unnecessary electrical appliances.

9.3.1.2. Ensure all trash containers are emptied outside in approved containers.

9.3.1.3. Ensure all ashtrays and smoking material cans contents (if smoking is allowed) have been disposed of outside the building in approved containers. (Refer to paragraph [2.2.](#)) Dampen smoking material before placing in dumpster.

9.3.1.4. Inspect all sofa and chair cushions for smoldering smoking materials. Cushions that are fixed will be carefully examined. Those that are not fixed will be removed and thoroughly inspected and then placed in an upright position on the chair or sofa.

9.3.1.5. Ensure all soiled table linen and towels are placed approved storage containers.

9.3.1.6. Inspect cooking appliances to ensure they are in the off position and free of grease accumulation to include kitchen hood assembly and installed grease filters

9.3.1.7. Ensure all flammable materials, grease, oil, paints, etc., have been returned to approved storage area and secured.

9.3.1.8. Ensure all storerooms, closets, stage areas, etc., are inspected for unauthorized storage, discarded smoking materials, poor housekeeping, and hazardous conditions.

9.3.1.9. All fireplaces will be inspected for complete extinguishment prior to closing. Ashes will be placed in a metal container with lid and removed to outside. Dampen ashes before placing in dumpster. Ensure fireplace screen is in place and fits.

9.3.1.10. Ensure all patrons have vacated the facility prior to closing.

**9.4. Theaters.** Theaters, like other Public Assembly facilities, are unusually susceptible to fire with accompanying panic. For this reason, the theater officer will ensure theater fire protection and safety procedures, outlined in Life Safety Code 101, and applicable AFOSH Standards, are complied with.

**9.5. Public Assembly Training.** Managers of Places of Assembly, Day Care, Youth Center and Recreational facilities, will conduct classes for all employees at least quarterly (starting in January of each year), on fire prevention, facility evacuation, and fire fighting procedures. Records will be maintained and new employees will be given a class on their first duty day. Fire department personnel will assist in the training upon request. Any request for training assistance from the fire prevention office must be made 10 working day's in advance to prevent work schedule and other training and fire inspection requirement conflicts.

**9.6. Base Population Training.** Request for training assistant from the Fire Prevention Office (Commander Calls, Fire Extinguisher Training, Welding Training, etc.) must be made 10 working days in advance to prevent work schedule and other training and fire inspection requirements conflicts. Newcomer's Fire Safety Orientation Briefing is scheduled by manpower and all newcomers are required to attend this briefing upon arrival on general fire safety practices.

**9.7. Dorm Apartment Fire Training.** Dorm management (facility manager) will ensure specialized fire safety training is given to each occupant receiving rooms. This training will include but is not limited to Fire Protection System operation within the dorm apartment, safe cooking practices, fire reporting and evacuation procedures, requirements outlined in chapters **Chapter 6**, **Chapter 8**, **Chapter 10**, and **Chapter 19** of this instruction as a minimum.

**9.8. Major Social Events.** Managers of places of assembly and recreational facilities will notify the Fire Prevention Office in writing of all major social events. Fire prevention personnel will inspect places of public assembly and recreational facilities before all major social events for life safety.

## Chapter 10

### FACILITY DECORATIONS

**10.1. Installation of Decorations (Public Assembly and Day Care Facilities).** Prior to the installation of any temporary or permanent decorations, such as bunting, banners, artificial floral design, Christmas decorations etc., furnish verification of fire retardancy to 341 CES/CEFT. Managers will request special fire prevention inspection (5 day prior to installation) when unusual temporary decorations are contemplated for use. Decorations shall not exceed 15 percent of the total wall space. (Ref: Life Safety Code 101, Chapter 9, paragraph 9-7.4.2, 1997 edition.).

**10.2. Installation of Decorations (Base Facilities Only).** Live Christmas trees are not to be installed or used in any base facility (exception: Military Family Housing). Live Christmas trees pose an unnecessary fire hazard risks because of dryness and improper maintenance and care.

**10.3. General.** All seasonal decorations will be fire resistive materials and proof of fire resistance is the responsibility of the commander, supervisors, and facility managers in base facilities.

10.3.1. In places of public assembly and recreational facilities, seasonal decorations will be fire-resistive or fire retardant treated prior to use. If material is fire-resistive treated, a certificate of treatment of material must be on file with the facility manager or material can not be used and proof of their fire resistiveness must be provided upon request by the fire inspector/fire officer or they cannot be used.

10.3.2. Seasonal decorations put up before the occasion must be inspected by the fire department in places of public assembly and childcare facilities. They will be taken down or removed from the premises within one week following the occasion. (Refer to paragraph [10.3.1.](#))

10.3.3. Special event and campaign activity decorations will be approved prior to, and after, installation in any base facility.

10.3.4. Curtains and draperies utilized in base facilities will be fire resistive. Maximum use of fiberglass or other noncombustible materials is encouraged.

**10.4. Open Flame Lighting Devices.** Open flame devices (candles) will not be used in any building, except where necessary for ceremonial or religious purposes, and then only on approval of the Fire Chief or designated representative. Candles may be used on tables utilized for food service facilities (Club Malmstrom, Base Chapel, and Dining Facility only). **Dorm apartment buildings, TLF, or VOQs are not authorized to use any type of open or closed flame device. This includes incense.** Authorized facilities using candles, devices shall be securely supported on noncombustible bases, located to preclude danger of ignition of nearby combustibles, and only if the candle flames are protected and doesn't protrude above the protective cover (glass). All devices in connection with the preparation of food shall be installed and operated to avoid hazard to the safety of occupants and shall be of the approved type for this use.

## Chapter 11

### VEHICLE PARKING

**11.1. Blocking Fire Department Connections/Hydrants.** Parking within 15 feet in each direction from a fire hydrant, Fire Department connection, or in fire lanes is prohibited.

**11.2. Fire Lanes and Equipment .** No motor vehicle or other obstruction will be parked or placed in a fire lane. Vehicle operators will not drive over fire hoses unless fire hose bridges have been provided or authorized to do so by the Senior Fire Officer in charge.

11.2.1. Fire Department and Security Force vehicles are authorized to park in fire lanes in performance of official duties. (Ref: Uniform Fire Code)

**11.3. Parking on the Flight Line.** Privately owned vehicles, with the exception of key command personnel responding to an accident, incident, or emergency and authorized vendor/contractor vehicles are prohibited on the flight line. Parking of private vehicles within 50 feet of an aircraft will be prohibited. Vehicles will not be parked within 100 feet of aircraft with open fuel cells. No vehicle or other obstruction will be parked or placed within 15 feet in each direction of any fire hydrant.

**11.4. Government and Private Vehicles.**

11.4.1. Government and private vehicles will not be parked or stored inside buildings or structures other than those specifically designated for such use. At no time will vehicles be parked in hangars with aircraft. Additional reference can be found in AFOSH Standards.

11.4.2. Government and private vehicles will not be parked within 20 feet of structures other than for unloading and loading purposes. (Exceptions: approved in writing by the Base Fire Chief, Security Forces, and Safety and the Base Vehicle Parking Control Board.)

## Chapter 12

### FIRE EXTINGUISHERS

**12.1. Facility Managers/Supervisors.** Facility managers and supervisors will ensure fire extinguishers are sealed, protected from damage, in serviceable condition, and are in the location designed by the Fire Prevention Office. Fire extinguishers will not be relocated without written approval. Facility Managers and Supervisors will ensure this equipment is not moved, except when in use, and all personnel under their jurisdiction are familiar with its location and proper use. Facility managers will visually inspect fire extinguishers within their area of responsibility monthly IAW AFOSH Standard 91-56 and record inspection on AF Form 3130 or computer generated product and made available to the fire inspector during fire prevention inspections.

12.1.1. Fire extinguishers shall not be removed from buildings or for any purpose other than fire fighting or repair service and maintenance.

12.1.2. When fire extinguishers have been used to control fire, accidentally discharged, have broken seals, or become inoperative for any reason the using organization will bring the extinguisher to the fire station, building 349, for repair on Tuesday's (except holidays) from 08:30 to 11:30. Ensure the person's name, phone number, and organization is on the fire extinguisher. (TAG) Annual inspection tags will not be removed from extinguishers. Annual fire extinguisher inspection will be accomplished by the extinguisher maintenance contractor at the facility. Do not bring facility fire extinguisher to the fire department for annual inspection.

12.1.3. Procedures are established to recover monetary losses from any person responsible for damage to an extinguisher or any part thereof, through negligence, carelessness, or willful acts. Any fire extinguisher brought in that has been discharged, a letter of explanation must be submitted to the Fire Prevention Office explaining why the extinguisher was discharged. Fire extinguishers will not be reserviced until the letter of explanation is submitted.

12.1.4. Placement of Extinguishers in buildings will be authorized by the Fire Prevention Office only in accordance with NFPA 10 and "Life Safety Code 101". Coordination with the Fire Prevention Office in writing (not e-mail) will be accomplished prior to units and organizations purchasing and requesting fire extinguishers. The Fire Prevention Office will determine distribution, fire extinguisher size, type, and utilization. Malmstrom standard size of portable fire extinguisher is 4A-60BC.

**12.2. Replacing or Purchase of Fire Extinguishers.** When a fire extinguisher requires replacement due to damage, hydrostatic testing etc., the using organization must purchase replacement extinguisher(s). (Refer to para [12.1.4.](#) for proper procedure for purchase and AFOSH Std. 91-56.)

**12.3. Portable Extinguishers for GOV's .** If authorized for use by Technical Order or DOD Directive, fire extinguishers installed on GOV's must be approved in writing by the base fire prevention office IAW AFOSH Standard 91-56. If authorized in writing, portable extinguishers in government vehicles shall be mounted in brackets. This will prevent accidental discharge of the extinguisher inside of the GOV thus helping prevent unnecessary vehicle accidents. Send request (in duplicate) to 341 CES/CEFT. (Also refer to paragraph [12.1.4.](#))

**12.4. Family Housing Fire Extinguishers.** The government has furnished fire extinguishers in family housing. Sponsors are responsible for annual inspection and serviceability. Fire extinguishers placed in military family housing are 3A: 10BC capable of extinguishing the most common fires in the home. Extinguisher shall not be removed from the location placed by the base fire prevention office. The sponsor is totally responsible for this extinguisher and must sign for it at time of occupancy and clearance through the Family Housing Office. When the fire extinguisher requires annual inspection, the occupant is responsible for having this inspection accomplished through a certified fire extinguisher repair service. An inspection tag will be placed on the extinguisher. If fire extinguisher requires replacement, bring it to building 349, Fire Prevention Office.

**12.5. Aircraft Maintenance Personnel.** Aircraft maintenance personnel having jurisdiction over exterior areas are responsible for placement of fire extinguishers adjacent to aircraft. Extinguishers will be located in a manner to preclude collision with any aircraft.

12.5.1. A serviceable fire extinguisher area (ready line) will be utilized adjacent to building 349. Using organizations will bring halon wheeled flight line extinguishers to this area and place in the unserviceable section when a discrepancy exists.

12.5.2. Aircraft maintenance crews will check fire extinguishers used for the protection of parked aircraft daily. When an extinguisher has been used, requires maintenance, or has seals broken, it will be brought to building 349 for service and maintenance.

## Chapter 13

### GROUND SERVICING OF AIRCRAFT AND GROUND POWERED EQUIPMENT

#### 13.1. Aircraft:

13.1.1. Ground servicing of aircraft will be accomplished in accordance with applicable AFOSH Standard 91-100, flight manuals, and TOs.

13.1.2. Fire extinguishers will be utilized in accordance with applicable TOs and AFOSH Standard 91-56 and NFPA 10.

13.1.3. During routine or special maintenance work, responsible supervisors will ensure technical orders, instructions, regulations, and directives are complied with concerning fire prevention and safety. Maintenance superintendents are responsible for notifying the fire protection section regarding all maintenance being accomplished that could require a ramp patrol vehicle, i.e., green engine runs, etc.

13.1.4. Aircraft shall not be taxied, or engines started within 50 feet of any fuel spill, until the spill has been removed and the area declared safe by the senior fire protection representative. Fuel spills are classified in TO 00-25-172 and AFOSH Standard 91-38, *Hydrocarbon Fuels General*.

13.1.5. Liquid oxygen servicing will be in accordance with applicable AFOSH Standards.

**13.2. Ground-Powered Equipment.** Ground-powered equipment may be serviced from portable servicing tanks, provided the following precautions are adhered to: (This does not include tugs, tractors, and other similar equipment, which are to be serviced at the military gas station.) Refueling of any ground-powered equipment inside a building is prohibited.

13.2.1. Two individuals are available for servicing or working the pump, and one handling the servicing hose to ensure there is no overflow of fuel.

13.2.2. A minimum of one 10-pound 4A-60 BC Dry Chemical extinguishers will be immediately available to the operator.

13.2.3. When filling tanks, due consideration will be given to changes in temperature to allow for expansion.

13.2.4. Siphoning of fuel from units or vehicles is prohibited.

13.2.5. All items used in support of aircraft will undergo a thorough preventive maintenance check to detect fire hazards before they are put into use. All leaks in fuel systems, or other hazards, will be corrected before the unit is put into operation.

13.2.6. If a fuel leak is detected during any maintenance or servicing, all operations will cease, extinguishers will be manned, and the fire department notified via 911.

13.2.7. Only approved safety bowsers will be procured for use as a receptacle for drained fuel. These receptacles will be equipped with adjustable telescoping funnels, screened vents, rubber tires, ground wires, and drain valves.

**13.3. Hot Refueling.** Hot refueling fire protection requirements are covered in Table 4-1, TO 00-25-172.



## Chapter 14

### STORAGE AND HANDLING OF EXPLOSIVES - AMMUNITION

**14.1. General.** The provisions of AFMAN 91-201, *Explosives Safety Standards*, applicable AFOSH Standards and TOs, will be complied with in the storage and handling of explosives.

**14.2. Electrical Wiring.** All electrical wiring will meet requirements of the National Electric Code. All flashlights or lanterns used in these areas will meet requirements for Class I hazardous locations and must meet requirements outlined in AFMAN 91-201, Section D.

**14.3. Symbols.** Building and storage sites will display appropriate symbols as directed by the Base Fire Chief of the most hazardous materials stored in accordance with applicable TOs. All motor vehicles containing ammunition or explosives must be placarded. Chemical ammunition storage will be marked by the appropriate fire and chemical symbols. Refer to Section E of AFMAN 91-201

**14.4. Vegetation.** Vegetation around igloo ventilators must be controlled to prevent rapid transmission of fire and provide visibility of ventilator flag.

**14.5. Munitions Control Section.** The Munitions Control Section will provide current information on all weapons movements outside the storage area to the 911 Dispatch Center, extension 3746.

**14.6. Responsibilities.** Detailed fire fighting plans will be developed for each organization storing munitions. Organizations will immediately notify the 911 Dispatch Center of all changes in the fire symbols under their jurisdiction.

**14.7. Weapons Rooms.** Weapons rooms in which small arms ammunition is stored will have the proper sign and symbol posted, indicating the class and caliber of ammunition stored in accordance with appropriate TOs.

**14.8. Gunpowder, Pyrodex, and Rocket Motors.** The storage of gunpowder for reloading of ammunition by housing occupants is limited to five pounds, no more than 500 primers and rounds of ammunition, one pound of black powder, one pound of Pyrodex, and no more than five pounds of model rocket motors per housing unit on base. Storage of these items is not authorized in dormitories.

## Chapter 15

### CARPENTER, CRAFTING SHOPS, AND WOODWORKING HOBBY SHOPS

**15.1. Litter, Trash, and Sawdust Accumulation.** All litter, trash, and sawdust accumulation will be blown by air or vacuumed from rafters, truss members, and other locations where it accumulates, when considered necessary to eliminate any fire hazard.

**15.2. Dust Collection Bags.** Dust collection bags and other waste receptacles will be emptied when full and at the close of work.

## Chapter 16

### PAINT SPRAY BOOTHS AND SPRAY OPERATIONS

**16.1. Operations.** Paint spray booths and spray operations will comply with the provision of Military Handbook 1008, applicable AFOSH Standards 91-17 and 91-56, and NFPA 33,.

**16.2. Prohibited.** Paint spraying will be prohibited inside any building not specifically approved for that purpose, except for minor work specifically authorized by the Fire Chief. All minor work as stated above will be conducted in a location removed from any source of ignition and have adequate ventilation. Spray painting operations inside hangars may be approved when in accordance with applicable TOs.

**16.3. Smoking Prohibited.** Smoking is prohibited in paint shops and within 50 feet of spraying operations, except in authorized areas.

## Chapter 17

### DIP TANKS

**17.1. Requirements.** Tanks or vats used for submerging parts of equipment in flammable or combustible liquids will be equipped with a fusible link and self-closing lid. The lid will be so constructed that it will overlap the sides of the tank at least one inch and, preferably, have recess or flanges extending downward around the tank when it is closed. The cover will be securely, but loosely hung, on hinges or guides. Fusible links on tanks and vats shall not be painted.

**17.2. Lids.** Large, heavy lids or covers will be provided, with counterweights where necessary, to prevent injury to personnel. The provisions of NFPA 34 will apply. Only approved solvents will be used.

## Chapter 18

### WATER DISTRIBUTION SYSTEM (HYDRANTS AND MAINS)

**18.1. Maintenance.** Any maintenance or other activities on hydrants or water mains that will effect water supplies for fire fighting purposes will be reported to the 911 Dispatch Center prior to beginning such operations. The 911 Dispatch Center will be notified when the condition is returned to normal at extension 3746. Civil Engineering Plumbing Shop or Contractor is required to conduct in accordance with AFI 32-2001 all testing in accordance with National Fire Protection Association (NFPA) 25 and provide hydrant flush and 5 year hydrant flow test to 341 CES/CEFT upon completion of testing.

**18.2. Use.** Persons other than members of the fire department, or authorized representatives of civil engineering, will not be authorized to turn on or use fire hydrants for any purpose. No pipe connection or other use of hydrants will be utilized, except by the Base Fire Chief or designated representative. Facility managers and housing sponsors will keep fire hydrants around facilities and housing units free of ice and snow accumulation.

**18.3. Closed Valve Warning.** The Civil Engineering Plumbing Shop, will notify the 911 Dispatch Center whenever a valve in the water distribution system or fire suppression system is to be closed or out of service and when it is reopened or back in service. Hydrant "Out of Service" placards will be place on each hydrant that is out of service.

**18.4. Devices on Fire Hydrants.** Fire hydrant connection devices must be compatible with those in use by the fire department.

## Chapter 19

### FIRE DETECTION AND SUPPRESSION SYSTEMS

**19.1. Military Family Housing.** Smoke detectors must be properly installed by housing maintenance and have a continuous power supply. Testing will be IAW NFPA 72, National Fire Alarm Code.

**19.2. Testing.** Testing of the smoke detectors is the responsibility of the housing occupant. Testing is required by AFOSH Standard 91-56 and NFPA 72 National Fire Alarm Code and will be conducted on a monthly basis. For additional information on procedures for testing smoke detectors, contact the Fire Prevention Office at ext. 4100 or 4836.

**19.3. Sleeping Rooms, Dorms, Apartments, TLFs, VOQs, Etc.** It is the responsibility of the Dorm Management personnel and the occupant of the room to ensure smoke detectors are operational.

**19.4. Inspection, Testing, Maintenance, and Repair.** Inspection, testing, maintenance, and repair of installed fire detection/suppression systems is the responsibility of the appropriate Civil Engineering shop or appropriate contractor.

19.4.1. The 911 Dispatch Center (ext. 3746) will be notified prior to shutting down any system (be it a fire alarm, suppression or fire hydrant) or section of a system for repairs, maintenance, or test. The person notifying the Fire Department will give name, reason, and estimated time system will return to service. This information will be logged on the fire system outage board or computer generated outage board in the 911-dispatch center. No Fire Alarm, Fire Suppression system will be left out of service over night where there are sleeping quarters. The Assistant Fire Chiefs of Operation, Fire Prevention, and the Fire Chief will be notified of all outages by the 911 Dispatch Center

19.4.2. The storage of supplies, equipment, etc., within 18" of sprinkler heads/detectors is prohibited; 36" if stacks exceed 12 feet. Fire alarm and suppression system rooms will not be used for storage.

19.4.3. Manual or automatic fire alarm devices, wiring, and automatic sprinkler systems, will not be adjusted, removed, painted, obstructed, or otherwise disturbed except by authorized personnel.

19.4.4. Occupants of any facility will not tamper with installed heat, smoke detection, or suppression systems equipment. If a problem arises, contact the CE Service Call Desk at ext.6136/6138.

## Chapter 20

### HOUSEKEEPING

**20.1. General.** Good housekeeping is of paramount importance in fire prevention, as accumulation of rubbish and other combustible waste often cause fire. Trash, litter, packing materials, etc., accumulated as a result of work, will be cleaned up as each area job is completed. Prior to leaving the jobs sites, workers will clean the area by removing debris, trash, and rubbish and place it in suitable containers outside the building. At the end of each workday, the responsible individual in each work area will ensure trash cans, ash trays, butt cans (water soaked), dust collection bags, and other waste receptacles are emptied into metal containers located at least 20 feet from the building. Under no circumstances will trash be allowed to remain in buildings overnight. Good housekeeping practices will be enforced at all times in accordance with applicable AFOSH Standards, National Fire Codes, and this instruction.

**20.2. Floors.** Floor sweeping compounds will be fire resistant. The use of combustible or flammable type cleaning agents and waxes on floors is prohibited except for hardwood floors in housing. Introduction of heat in any form to apply waxes is prohibited.

**20.3. Outside.** Weeds and other vegetation will not be permitted to grow excessively or accumulate in the vicinity of buildings, tanks, unloading racks, aircraft parking areas, ammunition storage areas, and similar locations.

**20.4. Trash and Waste Containers.** All trash and waste containers will be noncombustible and provided with covers. (Exception: Office wastebaskets do not require a cover; however, they must remain free of all smoking materials.) Trash can liners may be used in trash receptacles. Trash and waste can liners will not be papers, due to the high combustibility of paper liners. Lumber, trash, or waste material will not be allowed to accumulate in, or near, any building. Waste receptacles and containers made of plastic, maybe used in office buildings (Business Occupancies) only. Shops and industrial facilities must use non-combustible containers. (Fire Resistive)

**20.5. Non-Combustible Metal Containers.** Separate covered metal containers will be provided and properly identified for clean and dirty rags, in accordance with applicable AFOSH Standards. Clothing lockers in shops or other similar buildings will be maintained in a clean and orderly condition and will be well ventilated. Chemicals, paint, and other flammable liquids will not be stored in clothing or personnel lockers.

**20.6. Spillage of Flammable Liquids.** The accidental spillage of flammable liquids will be cleaned up and properly disposed of immediately. Areas where any spillage occurs will be evacuated, sources of ignition removed, and areas thoroughly ventilated prior to resumption of routine activity. Sawdust, shavings, and other combustible materials will not be used to absorb flammable liquids.

**20.7. Storage Rooms.** Furnace rooms, boiler rooms, water heater rooms, and air conditioning rooms, including base housing, will not be used for storage. An exception to this is filters for a one-time change in air handling units. Heat producing devices located in basements must maintain a 36-inch clearance between combustibles and device. (Also see graph [24.1.10.](#))

**20.8. Stairways.** Spaces under stairways will not be used for storage of combustible materials.

**20.9. Rest Rooms.** Noncombustible containers will be used in rest rooms for the disposal of paper towels.

**20.10. Mops and Brooms.** Mops and brooms will be stored and hung in a neat and orderly manner in utility closets. Mops must be hung in such a manner to allow air circulation around the mop head.

**20.11. Grease Filters and Cooking Exhaust Systems.** Occupants of dormitories, apartment buildings, and housing units with kitchen stove hood grease filters will clean the grease filters at least monthly. (Also see paragraph [9.1.7.1.](#))



## Chapter 21

### CHILD DEVELOPMENT CENTERS/FAMILY DAY CARE PROGRAMS

**21.1. General.** The following constitutes fire protection and fire safety policy for child development center operations:

21.1.1. Qualified attendants will be readily available in accordance with applicable directives.

21.1.2. Total capacity of the facility during any given period will not exceed the occupant load posted therein and determined by AFI 34-701 and Life Safety Code 101.

21.1.3. Center operators and attendants will be thoroughly familiar with fire evacuation procedures, fire extinguisher operation, and fire department notification procedures and will conduct fire drills in coordination with the fire department. (Monthly Required)

21.1.4. Exits and hallways will not be blocked, obstructed, or locked in any manner. Fire aisles and alarm pull stations will be clear at all times.

21.1.5. Playground gates and entrance ways will be clear and in operating conditions at all times and meet Life Safety Code requirements for egress facilities.

21.1.6. The requirements of AFI 34-701, *Child Development*, will be complied with.

21.1.7. Art work and teaching materials can be attached directly to walls but shall not exceed 20 percent of wall area.

21.1.8. During inclement winter months (1 September through 31 March) blankets for each child shall be placed at the rear exit door of each classroom in a bag type carrier to be used and distributed to the children at the evacuation point during fire evacuations. These blankets are to be separate from the blankets used by the children at naptime. In accordance with the Life Safety Code 101, providers are not to grab children coats during evacuation; blankets only.

**21.2. Family Day Care Program.** Operating a family day care home in government quarters will be in accordance with AFI 34-701 and "Life Safety Code", contact the Child Development Center (341 SVS/SVYC), ext 2417, or the Fire Prevention Office (341 CES/CEFT), ext 4100 or 4836.

21.2.1. It is recommended, but not required Family Day Care Homes (FDCH) have at least one 2A-10bc rated fire extinguisher. They are provided at the user's expense and must be present during initial fire prevention inspection if used. The base Fire Department will not provide fire extinguishers to FDCH to meet this requirement. The first responsibility of the FDCH operator is to evacuate children under their care from the home in case of fire.

21.2.2. Children under the care of a Family Day Care Home will not allow children under their care in the cooking area during any cooking operations and 30 minutes after cooking. This is to prevent unnecessary injury to children.

## Chapter 22

### CONSTRUCTION, MODIFICATIONS, OR ALTERATIONS TO FACILITIES

**22.1. General.** All project specifications and drawings will be coordinated with the Assistant Fire Chief, Fire Prevention Office for review and signature. Air Force contracts will specify the contractor's responsibility for fire protection and compliance with this instruction during contract execution.

**22.2. Preconstruction Conference.** The Fire Chief or designated representative (Fire Prevention Office) will be notified 7–10 working days in advance of all preconstruction conferences to brief the contractor on pertinent fire regulations. This will prevent a scheduling conflict with other fire prevention activities.

**22.3. Construction Project Review.** The Fire Chief or a designated representative (Fire Prevention Office) will review all construction and alteration plans (including “self-help” or “remodel” type projects), and be informed by the unit commander when changing conditions occur within a building in accordance with Military Handbook 1008 and other related National Fire Codes. All project reviews of any type that require complete fire protection and life safety review, a 7 to 10 day review process by the Fire Prevention Office is required.

22.3.1. Any modification, change, or construction within any existing facility, including military family housing, may be accomplished only upon submission and approval of an AF Form 332, **Base Civil Engineer Work Request**. (Exception: Approved Construction Documents) Work will not be started until the AF Form 332 has been approved.

**22.4. Self-Help Projects.** All self-help work requests must include a list of the material to be used and will be reviewed by 341 CES/CEFT before the project is started and the materials are purchased. All material and work must meet the minimum Fire Safety Standards required by Military Handbook 1008, NFPA “Life Safety Code” 101, National Fire Codes, Uniform Fire and Building Codes.

22.4.1. All nonappropriated fund facilities must comply with the standards outlined in [Chapter 22](#).

22.4.2. The use of wood paneling in facilities will be held to a minimum. Flame spread, smoke development, and fuel contribution rating restrictions apply to most base facilities and must be IAW current National Fire Code requirements.

22.4.3. Responsible personnel will notify 341 CES/CEFT when projects are completed, and a final inspection will be accomplished to ensure the project has been satisfactorily completed. This procedure applies to all base facilities.

22.4.4. All self-help electrical and gas piping must be inspected, approved, and have written certification made by a certified/licensed electrician or certified/licensed gas pipe fitter. The facility manager or occupant will retain the certification on file.

**22.5. Project Reviews by Fire Prevention Office.** All project reviews of any type that require complete fire protection and life safety review, a 7 to 10 day review process by the Fire Prevention Office is required.

**22.6. Civil Engineer Real Estate Section.** The Civil Engineer Real Estate Section will advise the Fire Prevention Section of any changes relative to building redesignation and or occupancy changes, including disposal.

**22.7. Building Numbering.** The Civil Engineer Real Estate Section will ensure all base facilities are numbered so the emergency responding vehicles and personnel can clearly identify the facility.

## Chapter 23

### DORMITORY MANAGERS

**23.1. General.** Inspections and fire checks will be made on each facility at least once EACH DAY during the tour of duty. Special attention will be given to inspections, beginning at 0800, and ending at 1600. Each of the inspections will be recorded on Report of Special Duty Tour Log. Thorough checks of the entire Dorm Apartment complex will include, but not be limited to, the following:

- 23.1.1. Paper and trash accumulated in common use areas, utility rooms, hallways, etc.
- 23.1.2. Fire exit lights on (action will be taken to replace bulb, if necessary).
- 23.1.3. Fire exit doors operating properly (doors will be closed).
- 23.1.4. Table lamps, floor lamps, and light appliances should be turned off, when not in use.
- 23.1.5. Supervision and close check of the handling and disposal of smoking materials as referenced in [Chapter 2](#).
- 23.1.6. Fire extinguishers are serviceable.
- 23.1.7. Ensure documentation for occupants entering dorm or apartment room of fire protection system placement and operation.

## Chapter 24

### FIRE PREVENTION AT MISSILE ALERT FACILITIES (MAF)

**24.1. General.** The Fire Chief in accordance with AFI 32-2001 will establish fire protection and fire fighting procedures. All personnel assigned to a tour of duty at missile alert facilities (MAF) will maintain continuous surveillance of hazardous operations and enforce fire prevention procedures. Responsibilities are outlined in 341st Operations Group Operating Instruction 32-3.

24.1.1. Inspection and testing of fire detection, alarm, and fire fighting systems will be in accordance with appropriate National Fire Codes NFPA 17, 25, and 72. Not all testing is accomplished by the appropriate Civil Engineering Shop.

24.1.2. The superintendent, facility management standardization evaluation (341 OG/DOVF), is responsible for establishment of a sound fire prevention program, including the appointment of the on-duty facility manager of each missile alert facility (MAF) as the manager.

24.1.3. The facility manager must inspect each fire extinguisher and fire hose station daily and if required, remove and return faulty fire extinguishers to the fire station for repair and recharge. (Refer to [Chapter 12](#)) The Facility manager must inspect the batteries in the fire alarm system at semiannual intervals to ensure proper voltage.

24.1.4. The base fire department (911 Dispatch Center) will be immediately notified of all fire incidents by the most expedient means, regardless of amount of damage, or fire being extinguished.

24.1.5. Convoy personnel involved in the transportation of missiles, guidance units, re-entry vehicles, and propulsion system rocket engines will be thoroughly indoctrinated in fire fighting techniques (i.e., use of different type fire extinguishers installed in their vehicles, and extinguishing of fire they may encounter during transportation).

24.1.6. Due to nonavailability of fire fighting equipment in local communities that could be dispatched to the launch facilities (LF) or missile alert facilities (MAF), and the distance between LFs and MAFs and these communities, it is imperative personnel manning the sites be thoroughly indoctrinated in fire prevention and fire suppression procedures, and that good fire prevention programs are established and tested at regular intervals.

24.1.7. Under no circumstances will an open flame operation (e.g., welding, cutting, and tar pots) be permitted by the facility manager without reviewing the permit (AF Form 592) pertaining to the work that was issued. (Exception: Burning of codes allowed in accordance with paragraph [27.1.4](#), outside of MAF compounds.)

24.1.8. Boiler rooms at MAFs may be used for storage of mops, brooms, floor buffers, vacuum cleaners, and items used for the upkeep of the MAF. The boiler room must always be maintained in a clean, orderly manner and always with safety and fire prevention in mind.

24.1.9. During forest fire fighting season, (1 May through 31 Oct) fire incident and reporting procedures established by approved checklist will be used.

24.1.10. Burning of classified material in coffee type containers is not authorized. Only non-combustible UL rated containers with non-combustible lids will be used. They will be labeled "For Burning Classified Material Only". All burned material will be disposed of after each shift as required by proper disposal procedures.

## Chapter 25

### HEATING, AIR CONDITIONING, AND FURNACE ROOMS

**25.1. Access.** Heating, air conditioning, and furnace rooms are OFF LIMITS to all unauthorized personnel. Doors will be locked and a key will be provided only to the Fire Chief and other personnel authorized by the base civil engineer. (Also, see paragraph 19.7.)

**25.2. Use.** The use of furnace rooms, generator rooms, or mechanical equipment rooms as workshops or storage areas is prohibited. Rooms will be clean and free of all combustible materials.

**25.3. Structures.** Buildings or structures designed for, and/or used as generator, mechanical equipment, or boiler rooms, will not be used for storage of any materials not associated with the operation of the installed equipment.

**25.4. Sprinkler Risers.** Areas in buildings having sprinkler risers will have a clear area of 36 inches in all directions, and a clear path to the risers.

## Chapter 26

### FIRE SAFETY ON THE FLIGHT LINE AND IN HANGARS

**26.1. Responsibilities.** Personnel engaged in maintenance activities or working with aircraft, fuels, fuel dispensing vehicles, ammunitions, explosives, or combustible gases, etc. will be familiar with safety and pertinent directives pertaining to the conditions they are working in. Supervisors will be responsible for indoctrinating their personnel on the operation. Technical Order 00-25-172, AFOSH Standards 91-56, 91-100, 91-31, and other DOD directives will be complied with.

26.1.1. Prior to starting an aircraft, an individual will be positioned by the fire extinguisher and have it ready for instant use.

26.1.2. Ground powered equipment that uses volatile fuel for operation will not be refueled within 50 feet of an aerospace vehicle.

26.1.3. During all refueling operations, a fire extinguisher will be available.

26.1.4. When liquid fuel pressure and flow tests are conducted on any mobile refueling unit or fuel dispensing vehicle, a minimum separation of 100 feet will be maintained from any structure, storage area, aircraft, and other vehicles or equipment, unless the test is conducted in an approved fuel vehicle shop. All tests will be conducted in accordance with Air Force directives.

26.1.5. Hangaring of aircraft will be in accordance with AFOSH 91-100, AFOSH 91-66, AF Technical Orders, and local fire evacuation requirements. Written emergency procedures to remove aircraft from hangars must be developed. (A copy of these procedures will be sent to 341 CES/CEFT for review and approval.) Emergency removal procedures will define responsibilities such as: fire reporting, emergency removal, and organizational assistance (e.g., tugs, etc.).

26.1.6. Drip pans will be placed under aircraft where liquids are observed dripping or anticipated to occur.

26.1.7. When maintenance requires fire suppression vehicle standby, the fire department will be notified well in advance to allow sufficient response time to preclude delay of response due to other commitments.

### **26.2. Hazardous Materials, Storage, Movement, Spills, Emergency Incident, and Fire Involvement:**

26.2.1. All hazardous material storage areas should conspicuously display signs or placards to identify the material stored in the area. Only with complete information can safe storage and handling of hazardous materials in an emergency be achieved.

26.2.2. The fire department will be notified when quantities of hazardous materials over 110 gallons or 1000 pounds are moved.

26.2.3. Should a hazardous material spill occur, evacuate the area and report the spill to the fire department. Stay clear of all spills, vapors, and fumes. (Reference MAFB OPLAN 32-402.)

26.2.4. Persons aware of an emergency incident or fire involving hazardous materials are responsible for reporting the situation immediately to the fire department.

26.2.5. Initial fire fighting efforts will normally be concentrated on control, containment, and extinguishment of fire before fire spreads to hazardous materials. Water is normally used as the extinguishing agent except on hazardous materials that may be dangerously reactive with water. Fires involving hazardous materials require immediate evacuation. If a fire begins burning hazardous materials, the toxic hazard may become less important compared to the fire or explosion hazards. Incidents involving hazardous materials may require the initiation of MAFB OPLAN 32-402, Annex 9 (Hazardous Material Response and Command System Plan). (OPR: 341 CES/CEF.)



## Chapter 27

### MISCELLANEOUS

**27.1. General.** The following items are not covered in the previous chapters:

27.1.1. All storage of plastics and films will be in accordance with AFOSH Standard 91-100 and NFPA's 40 and 43. 341 CES/CEFT and 341 MW/SE will approve storage.

27.1.2. The use of kitchen matches ("strike anywhere") is prohibited on base and at missile alert facilities. Only safety-type matches are approved.

27.1.3. Open burning and fires are prohibited except when specifically approved by the Fire Chief. Open burning permits must be obtained from the fire department prior to burning. The fire department must be contacted after satisfying all of the air quality requirements. Exception: Burning of used code pages in authorized burn can (See paragraph [24.1.10.](#)) outside of vehicles or buildings.

27.1.4. Fireworks, rockets, homemade bombs, and related items, will not be possessed or used except as authorized by the 341st Support Group Commander.

27.1.5. Storage of more than one pint of fuels, dopes, lacquers, paints, and other flammables used with model airplanes and other hobbies is prohibited.

27.1.6. The use of gasoline, kerosene, or oils for heating purposes is prohibited in any building except as authorized by the Fire Chief.

27.1.7. Holes and openings in walls and ceiling surfaces will be properly repaired to preclude the Spread of Fire in interior walls.

27.1.8. Dust or lint will not be allowed to accumulate in or on electrical motor machines.

27.1.9. Small gasoline engine-powered equipment handling and storage will be in accordance with AFOSH Standard 91-43 and will not be stored in buildings and mechanical/boiler rooms.

27.1.10. Barbecuing will not be closer than 15 feet to a structure. No barbecuing inside a structure, under carports or in Military Family Housing Garages. At no time leave a barbecue unattended. Do not dispose of hot coals in with combustibles (e.g., in dumpsters or trash containers) until they are completely wet down and cooled and completely extinguished. Do not remove building fire extinguisher(s) to support BBQ'S.

J. GREGORY PAVLOVICH, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF ABBREVIATIONS AND ACRONYMS*****Abbreviations and Acronyms***

**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFOSH**—Air Force Occupational Safety and Health  
**AFPD**—Air Force Policy Directive  
**BCE**—Base Civil Engineer  
**CFR**—Code of Federal Regulations  
**EPA**—Environmental Protection Agency  
**IAW**—In Accordance With  
**LF**—Launch Facility  
**MAF**—Missile Alert Facility  
**MAFB**—Malmstrom Air Force Base  
**MAFBI**—Malmstrom Air Force Base Instruction  
**MSDS**—Material Safety Data Sheet  
**NFPA**—National Fire Protection Association  
**OI**—Operating Instruction  
**OSHA**—Occupational Safety and Health Administration  
**SF**—Security Forces  
**STD**—Standard  
**TLF**—Temporary Lodging Facility  
**TO**—Technical Order  
**UCMJ**—Uniform Code of Military Justice  
**VAQ**—Visiting Airmen Quarters  
**VOQ**—Visiting Officers Quarters